REQUIREMENTS FOR ADMISSIONS ARE AS FOLLOWS:

1. Must be 18 years old at the time of enrollment at SMC.

2. Complete the attached “International Student Application.”

3. English Proficiency Requirement: There is no English Proficiency Requirement if you are applying to the Intensive English Program (IEP). For options to show applicant has met English Proficiency requirement for admission to the academic program, please see SMC Proof of English Proficiency insert.

4. Submit official transcripts, certificates, and diplomas from secondary schooling and from any colleges/universities attended. If the original language is not English, a certified English translation must accompany all transcripts, certificates, and diplomas. To be considered “official,” high school, college and university transcripts must be mailed directly from the awarding institution to International Education Center – Santa Monica College. **PHOTOCOPIES, FAXES, SCANNED COPIES WILL NOT BE ACCEPTED.**

5. Complete and submit the I-134 Affidavit of support required if sponsored by U.S. Citizen or permanent resident. Information can be found in the “International Student Financial Statement” section. In addition, the applicant and/or sponsor(s) must submit a current original bank statement (dated within 6 months) showing a minimum amount to meet SMC’s estimated tuition and living expenses. Additional financial documentation may be required. See SMC Tuition and Fees insert for minimum amount required and sample bank statement letter.

6. Submit a copy of your passport information page(s) and expiration page. In addition, if you are in the U.S., please submit a copy of your visa page and your I-94 (both sides).

7. Write a personal essay (approximately one to two pages) that describes your reason for applying to Santa Monica College. Please include details about your educational background and your educational goals after completing your studies at Santa Monica College.

8. Submit the nonrefundable application fee of $75.00. Please make check or money order payable to Santa Monica College.

ADDITIONAL ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS:

If you are currently attending another college, university or other educational institution in the United States, you must also submit the following:

1. Status Verification Request

2. Official transcripts from all colleges and/or universities you have attended in United States. Transcripts must be sent from the awarding institution directly to Santa Monica College. You must have a minimum grade point average of 2.0.

Applications that are not complete (including all required supporting documents) by the application deadline will be deferred to the next available semester or session.

We will notify you of the status of your application within three weeks. If you have any questions, call the International Education Center (310) 434-4217 or email intled@smc.edu.
Why Santa Monica College?

Santa Monica College (SMC) offers several distinct advantages to international students beginning their university education in the U.S. First, as the leading community college in California, SMC is #1 in transfers to the University of California system. The first two years at SMC prepare you to transfer to UCLA, USC, and other prestigious California and American public and private institutions. Another distinct advantage is that the tuition cost at SMC is lower than four-year colleges and universities. Unlike the higher education systems of many countries where students take only courses in their major field of study, all undergraduate students in the U.S. must take introductory courses in several areas including humanities, social sciences, natural sciences, and mathematics. SMC offers students the opportunity to take the same general education courses they would take at a four-year college or university at a lower cost. Finally, SMC offers an accessible and supportive learning environment. Classes are smaller and professors are devoted entirely to teaching. We look forward to your application and welcome your interest in Santa Monica College.

SMC CENTER FOR DISABLED STUDENTS:

Santa Monica College makes every effort to make its campus fully accessible to students with disabilities. The College's Center for Students with Disabilities offers guidance and counseling on admissions requirements and procedures, as well as a number of special programs to help students with their academic, vocational, and career planning goals. In addition, the Center offers services such as tutoring, specialized equipment, test proctoring, among many other accommodations for students who are eligible. Please contact the Center for Students with Disabilities (www.smc.edu) if you would like to learn more about accommodations that may be available. Students in F1 status are required to complete a full course of study (minimum of 12 units) every semester that they are enrolled in a US college or university.

PLEASE SEND ALL ORIGINAL TRANSCRIPTS, CERTIFICATES, TEST SCORES, PAYMENT AND OTHER INFORMATION REQUIRED FOR ADMISSION WITH YOUR APPLICATION TO:

Santa Monica College
International Education Center
1900 Pico Boulevard
Santa Monica, California 90405-1628, U.S.A.

NOTE: All submitted documentation becomes the property of SMC International Education Center and cannot be returned.

Santa Monica College (SMC) welcomes your application as an international student. If you have any questions in completing your international student application, please contact the International Education Center by telephone: (310) 434-4217 or by email IntlEd@smc.edu. Our staff will make every effort to assist you.
SMC Associate in Arts Degree and Certificate of Achievement Programs

ASSOCIATE IN ARTS DEGREES

60 Units Unless Otherwise Noted

Academy of Entertainment & Technology
- Animation
- Digital Media, Level 2

Accounting

Animation (Offered through the Academy of Entertainment and Technology)

Art/Art History

Broadcasting
- Broadcast Programming and Production
- Broadcast Sales and Management
- Business
- Business Administration
- Insurance Professional
- Logistics/Supply Chain Management
- Management/Leadership
- Merchandising

Child Development (see Early Childhood Education)

Journalism

Kinesiology Physical Education (formerly Physical Education/Kinesiology/Physiological Sciences)

Liberal Arts (available to students who enrolled at SMC during Spring 2010 or earlier and who have maintained continuous enrollment; see page 51 for definition of continuous enrollment)

Liberal Arts–Arts & Humanities

Liberal Arts–Social & Behavioral Science Music
- Applied Music

Nursing – RN (71 units)

Office Information Systems (see Office Technology)

Office Technology (formerly Office Information Systems)
- General Office
- Legal Administrative Assistant
- Medical Coding and Billing Specialist

Photography

Physical Education/Kinesiology/Physiological Sciences (see Kinesiology Physical Education)

Respiratory Therapy (77 units)

Solar Photovoltaic Installation (Solar Energy Installation)

Speech

Theatre Arts

Transfer Studies Associate in Arts – available only to students who enrolled at Santa Monica College Spring 2008 or earlier and who have maintained continuous enrollment in each Fall and Spring semester until graduation. (See 2007-08 SMC catalog for Transfer Studies Associate in Arts degree requirements.)

Women’s Studies

CERTIFICATES OF ACHIEVEMENT

Academy of Entertainment & Technology
- Animation
- Digital Media, Level 1
- Digital Media, Level 2

Accounting
- Accounting
- Professional Accountant

Broadcasting
- Broadcast Programming and Production
- Broadcast Sales and Management

Business
- Entrepreneurship (formerly Small Business Management)
- Insurance Professional
- Insurance Specialist
- International Business
- Logistics/Supply Chain Management
- Management/Leadership
- Marketing
- Merchandising

Child Development (Preschool Associate) (see Early Childhood Education)

Computer Information Systems
- Computer Business Applications
- Website Software Specialist Computer Science
- Computer Programming
- Computer Science
- Database Applications Developer
- Web Programmer

Cosmetology

Environmental Studies

Ethnic Studies

Fashion Design and Merchandising
- Fashion Designing

Graphic Design

Interior Architectural Design
- Interior Architectural Design Level I
- Interior Architectural Design Level II

Office Technology (formerly Office Information Systems)
- General Office
- Legal Administrative Assistant
- Medical Coding and Billing Specialist

Photography

Solar Photovoltaic Installation (Solar Energy Installation)

Transfer
- CSU GE
- IGETC

DEPARTMENT CERTIFICATES

Academy of Entertainment & Technology
- Digital Effects
- Game Design

Accounting
- Computer Accounting

Automotive Technician – Introductory
- Business
- Entrepreneurship
- International
- Logistics
- Management
- Marketing
- Merchandising
- Salon Business

Computer Information Systems
- Desktop Publishing
- Website Creator
- Website Development Management
- Word Processing

Computer Science
- Computer Programming
- Information Systems Management
- Networking
- Robotics and Artificial Intelligence

Cosmetology
- Nail Care
- Salon Business
- Skin Care

Early Childhood Education
- Early Childhood Education Core
- School-Age Intervention Assistant

Graphic Design
- Web Design

Interior Architectural Design
- CAD Production & Design
- Set Design & Art Direction for Film & TV

Office Technology (formerly Office Information Systems)
- Clerical/Data Entry
- Medical Billing/Coding
- Medical Records Clerk/Receptionist
- Medical Transcription
- Word Processing

ADDITIONAL FIELDS OF STUDY

Anatomy

Anthropology

Arabic

Astronomy

Biological Sciences

Botany

Chemistry

Chinese

Communication Counseling (formerly Human Development)

Economics

Engineering

English

Environmental Studies

ESL – English as a Second Language

French

Geography

Geology

German

Global Studies

Health Education

Hebrew

Humanities

Italian

Japanese

Korean

Library Studies

Mathematics

Microbiology

Nutrition

Occupational Therapy

Persian

Physiology

Political Science

Psychology

Religious Studies

Russian

Sociology

Spanish

Urban Studies

Zoology

PRE-PROFESSIONAL ADVISING SHEETS

Chiropractic

Dental

Dental Hygiene

Law

Medical

Pharmacy

Teacher Preparation

Veterinary

For the most up-to-date AA and Certificate of Achievement requirements, visit www.smc.edu/articulation.
Congratulations! Now that you have submitted your application to the International Education Center at Santa Monica College, you are on your way to becoming a SMC student! This is what happens with your application once it is received in our office:

1. An SMC staff member sends a “receipt” email to you letting you know that we’ve received your application. Your application has not been reviewed by an Admissions Officer yet, so at this stage, we won’t have any information about the status of your application.

2. Your information is entered into our database so that we can easily track your application status. This step can take two to three weeks, depending on the number of applications received at the same time that your application was received. The closer we are to an application deadline, the longer it takes to complete the data-entry phase.

3. Your application is assigned to an Admissions Officer for review and evaluation. Once your application is assigned to an SMC International Officer you will receive an email message telling you how to contact your Admissions Officer. Your officer will not be able to update you on the status of your application until about one week after they receive your application. Your Admissions Officer will send you an email if any document is missing from your application, or if any document does not meet the SMC admissions requirements and must be submitted again.

4. Your Admissions Officer will send you an email if any document is missing from your application, or if any document does not meet the SMC admissions requirements and must be submitted again.

5. If you are accepted to SMC, your Admissions Officer will send an email to you asking you to sign up for the required Information Seminar. The information Seminar is required for all new international students. You will take an SMC Placement test, learn about SMC, and register for classes. The earlier you attend an information seminar, the earlier you can enroll in all your classes and the more courses you will have to choose from. Your Officer will also ask you to confirm the method by which you wish to receive your admissions packet and Form I-20. It is important that you respond to this message right away so that your admissions documents are not delayed. They cannot be prepared and mailed to you until you follow the instructions in the email.

6. You must pre-enroll to ensure a better selection of courses of up to six units before you arrive in the US using the SMC ID number provided in your Information Seminar email. It is very important for you to pre-enroll so that you can choose from a wider selection of course.

7. Your admissions documents are mailed to you using the method that you chose. Your admissions packet will include information about the next steps to becoming a student at Santa Monica College, including visa information and information about what to do once you arrive in the United States.
**Santa Monica College**

**International Student Application (For Form I-20)**

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### Indicate Semester Start Date:

- Summer (June 20\_
- Winter (January 20\_
- Fall (August 20\_
- Spring (February 20\_

### Select Program:

- Intensive English Program
- Academic/Undergraduate

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**Name**

- **Family Name**
- **First Name**
- **Middle Name**

**Date of Birth** (Month, Day, Year)

- **Male**
- **Female**

**Country of Birth**

**Country of Citizenship**

**First Language**

**Second Language**

---

### Will Dependent(s) accompany you to the U.S.?  ____Yes  ____No

Please include copies of their passports and names:

- [Family Name, First Name, Middle Name], Date of Birth, Relationship to Applicant

---

### Home Country Address (Required for All Applicants):

- **Street**
- City
- **State/Province**
- **Country**
- **Postal Code**

---

### Address in the U.S. (Required for Transfer Applicants):

- **Street**
- **City**
- **State**
- **Postal Code**

---

### Telephone Numbers (Applicant):

- **Home**
- **Mobile**
- **Work**
- **Email**

---

### Emergency Contact Information: (Family Name, First Name, Middle Name)

- Telephone
- Mobile
- **Country**
- **Relationship**
- **Email**
- English Speaking: ____Yes  ____No  What language is spoken?

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- Freshman (first year SMC student – who have completed some college/university work.)
- U.S. Transfer (student who has completed some U.S. College or University Education)
- Major of Study

*(Please see AA Degree and Certificate of Achievement Program listing attached to this application.)*

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*Continue on the back page*
Visa Information

Are you currently in the United States?  

[ ] Yes  [ ] No  

If Yes, what is your current status? (i.e. F-1, B-1/B-2, H-1, J-1)  

[ ] F-1, what institution issued your I-20?  

What institution are you now attending?  

[ ] If on a tourist visa (B-1/B-2), please submit copies of both sides of your I-94. Fill in dates below:  

Date of Entry  
Expiration Date of I-94  

Have you applied for a visa extension?  

[ ] Yes  [ ] No  

Have you applied for permanent residence? (Green Card)  

[ ] Yes  [ ] No  

Do you plan to travel outside the U.S. prior to the beginning of the semester?  

[ ] Yes  [ ] No  

If Yes, please indicate:  

Dates of Travel  

Address where the form I-20 should be mailed:  

Street  

City  

State/Province  

Country  

Postal Code  

Do you have any relatives or friends who have attended SMC?  

[ ] Yes  [ ] No  

Name  

How did you find out about Santa Monica College?  

[ ] Friend  [ ] Relative  [ ] U.S. Advising Center  

Please clearly print the names below:  

Student Fair  

Name of Agent  

Telephone  

Advertisement  

Fax  

Website Address  

Agency Advising Center or other mailing address:  

Agency Name  

Address (Street, City, Country, Postal Code)  

Name of Agent  

Telephone  

Fax  

Email  

Revised 4/26/11
Applicant's Name
_________________________________________________________________________________________________

Family Name  First Name  Middle Name

Birth Date _______ / _______ / _______
Month  Day  Year

I am applying for:      _______Summer       _______Fall       _______Winter       _______Spring                           Year ________________

Signature of Applicant ___________________________________________ Date __________________
(Month, Day, Year)

PERSONAL* OR FAMILY SPONSOR INFORMATION:

Name of Applicant's Sponsor ______________________________________

Family Name  First Name  Middle Name

Santa Monica College requires F-1 visa students to show a minimum support as required by SMC (please review SMC Tuition and Fees). By signing this affidavit of support, I will be financially responsible for the applicant indicated above for tuition, fees, living expenses and other relevant expenses in the amount of $___________ USD per year.

Signature of Sponsor ___________________________________________ Date __________________
(Month, Day, Year)

Relationship to Applicant ______________________________________

IMPORTANT:

Sponsors who are U.S. citizens or permanent residents must also complete an affidavit of support, Form I-134. The form is available in the International Education Center or at www.uscis.gov under “Immigration Forms” (http://www.uscis.gov/files/form/i-134.pdf). Applicants with several sponsors must have each sponsor complete the International Student Financial Statement and affidavit of support if applicable.

*PERSONAL FUNDS: If you are funding your education using your own resources, please have your bank provide verification of your personal account.

A sample of this bank letter verification is provided on the reverse side of this page.
SAMPLE BANK LETTER

MUST BE AN OFFICIAL BANK LETTER

_{DATE}_

Santa Monica College
International Education Center
1900 Pico Boulevard
Santa Monica, CA 90405, U.S.A.

Re: _(STUDENT'S NAME), (PASSPORT NUMBER)_

Dear Sir/Madam:

I certify that _{(NAME OF SPONSOR)}_ has the minimum equivalent of $__________ USD on deposit with our institution.

_{SPONSOR'S NAME}_ has had accounts with our bank since _{(DATE)}_ and has maintained their accounts in good standing. This account currently has a minimum balance equivalent $__________ USD in a:

☐ Checking
☐ Saving
☐ Certificate of Deposit

_{SPONSOR'S NAME}_ will be providing tuition and living expenses for _{(STUDENT'S NAME)}_ while his/her _{(RELATIONSHIP)}_ is attending _SANTA MONICA COLLEGE_, in the amount of $__________ USD annually.

Sincerely yours,

OFFICIAL BANK SIGNATURE

NAME AND TITLE

OFFICIAL SEAL of BANK
If you choose to wire transfer money to SMC, here are the instructions. Please note we can only accept wire transfer for:

- SMC Tuition and School Fees (health and activity)
- SMC Insurance
- Application fee or Seminar fee
- Do not wire transfer money to SMC For your tuition and fees until you have been accepted to SMC and receive your I-20 and have secured an F-1 Visa.
- You will need to include additional funds for every wire transfer to cover the cost of federal wire system and SWIFT Network charges.

Send To:
Union Bank of California
Government Services
Oakland, CA 94623-1512
Credit to: Santa Monica College
Account #: 0031053033
Fed Wire#: 122000496
Swift Network#: BOFCUS33MPK

Please include the Student’s Name & Passport Number.

Incoming wires are subject to Federal Wire System charges of $12.00 and SWIFT network charges of $19.00. Please make note of that.
SMC Proof of English Proficiency

Applicants can demonstrate English Proficiency by fulfilling one of the following criteria:

- **TOEFL 450 PBT, 133CBT, 45IBT or higher on the international TOEFL.** Send official TOEFL scores directly from Educational Testing Service (ETS). The Institutional TOEFL test is accepted. (Visit www.toefl.org for test sites and schedules) Institution Code: 004691.

- **iTEP of 4.** Send an official score report. (Visit www.bostoneducational.com for test sites and schedules)

- **IELTS of 5.0.** Send an official score report. (Visit www.ielts.org for test sites and schedules)

- **Pearson Test of English: 39 or higher**

- **STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass.** Send an official report. (Visit www.stepeiken.org for more information)

- **Cambridge Certificate of Proficiency in English (CPE) score of “C” or better.** Submit an official score report. (For more information, visit www.cambridgeesol.org/exams/general-english/cpe.html)

- **Cambridge Certificate of Advanced English (CAE) score of “C” or better.** Submit an official score report. (For more information, visit www.cambridgeesol.org/exams/general-english/cae.html)

- **Cambridge General Certificate of Education reflecting A Level Placement.**
  - Successful completion of the appropriate ESL level or higher at these schools:
    - Aston International Academy Advanced Level
    - Cal America: Level 5 Plus IBT TOEFL Prep Course
    - EF International Language Schools: Advanced/Level 7
    - ELS Language Schools: Level 109
    - Embassy CES: Level 6
    - FLS: Level 7
    - GEOS English Academy: Level 6
    - Kaplan/Aspect: Higher Intermediate Level
    - Language Systems: Level 6
    - Mentor Language Institute: Level 6
    - UCLA Extension: Level 105

- **Secondary Education.** Official high school completion diploma from accredited institutions in Australia, New Zealand, Canada, United Kingdom or the United States indicating a passing score in English. Nordic institutions: Gymnasium English A, B, or C scores of “G” or better / Singapore: Completion of “N” Level or higher. The Netherlands: VWO diploma: 6 for English. HAVO diploma: 7 for English, MBO diploma: 7 for English.

Attendance at a high school where English is the medium of instruction. Submit a letter from the high school counselor or headmaster indicating the English is the medium of instruction, and submit transcripts showing attendance for a minimum of one year, with grades of C or better (or the equivalent) in all English classes.

US Education: Send official transcript from all U.S. Schools attended mailed to the International Education Center at Santa Monica College directly from the college or university showing completion of college level English in the United States with a grade of “C” or higher, or minimum of one year of high school English (no ESL or equivalent) with a grade of “C” or higher.

SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:
Dr. Andrew Walzer, Chair; Dr. Margaret R. Quihones–Perez, Vice Chair; Dr. Susan Aminoff; Judge David Finkel (Ret.);
Dr. Nancy Greenstein; Louise Jaffe; Rob Rader; Michael Song, Student Trustee; Dr. Chui L. Tsang, Superintendent/President

Revised 4/26/11
General Requirements for International Students Accepted to Santa Monica College

- **ARRIVAL IN THE UNITED STATES:** Once a student has been accepted and obtained an F-1 visa, the student may enter the United States no more than 30 days prior to date indicated on the SMC I-20. The student should arrive, according to their I-20 Start date. Late arrival will result in limited class selection or deferral to the next session or semester start date.

- **INFORMATION SEMINAR:** All students are required to attend an information seminar prior to enrolling in classes. Students will take Math and English placement tests following the seminar which will allow them to register for courses. There is a $85 fee for the seminar. More detailed information will be mailed upon acceptance to Santa Monica College.

- **ENGLISH COURSES:** All students who are attending college in the United States for the first time are required to enroll in an English course according to their English placement level. Some students may be required to enroll in a full-time English course for one or more semesters.

- **COUNSELING 11 COURSE:** All students who are attending college in the United States for the first time are required to enroll in a one unit transferable course entitled Counseling 11 – “Orientation to Higher Education.”

- **F-1 STATUS REQUIREMENT:** To maintain F-1 status, students are required to enroll in and complete a minimum of 12 units each semester. Winter and Summer sessions are optional attendance for continuing students.

- **TUITION AND FEES:** The Enrollment Fee and the Student Services Fees (Health Insurance, Association and SMC Identification) are due the same day you enroll in classes. The non-resident tuition is payable within 10 semester days after your enrollment date or the first day of classes, whichever comes first. Fees and tuition are payable by credit card, cash, money order, cashier’s check, or a California bank check only. There is no payment plan available. Tuition and Fees deadline are as stated above. No exceptions will be granted. Tuition and fee payments made after these dates will be assessed a 5% late fee. Please see the attached “Tuition and Fees” for details.

- **HEALTH INSURANCE:** All students who have been issued an I-20 by Santa Monica College will be required to purchase the health insurance policy endorsed by the college. The cost of the insurance policy will be added to your campus fee bill and will be paid at the Bursar’s Office at the time you enroll in classes. THERE ARE NO EXCEPTIONS TO THIS POLICY.

- **IMPORTANT HEALTH INFORMATION:** We encourage immunizations for Tetanus, Measles, Rubella. We recommend obtaining a Tuberculosis Clearance. We strongly recommend that all students complete these immunizations before entering the United States.

- **INTENSIVE ENGLISH PROGRAM:** Students accepted to Santa Monica College through the Intensive English Program must begin their studies in the Intensive English Program.

- **PRE-ENROLLMENT IN SMC COURSES:** If admitted to the SMC Academic Program, pre-enroll for six units (semester) prior to arrival on-campus. Instructions on pre-enrollment will be provided following admission. Please note there are limited class offerings available for pre-enrollment.

“I verify that to the best of my knowledge all the statements on this form are true. I have read and agree to the published International Student Admissions Policies.”

__________________________
Student’s Name (PLEASE PRINT Family Name, First Name, Middle Name)

__________________________
Date (Month, Day, Year)

__________________________
Student’s Signature

My signature above authorizes SMC (Santa Monica College) to release academic records and immigration status information to my sponsor, educational agency, and/or parents.

☐ I decline to authorize release of any information.